

REQUEST FOR SECURITY ACTION

REQUEST PERTAINING TO:

Name: _____ SSN: _____
(LAST) _____ (FIRST) _____ (MIDDLE) _____
DOB: _____ POB: _____ or _____
MM/DD/YY City State Country
U.S. CITIZEN: ☐ YES ☐ NO

ASSIGNMENT LOCATION:

☐ OVERSEAS POST: _____
City Country
☐ RRB BUREAU: _____ ROOM: _____ RESTRICTED AREA: ☐ YES ☐ NO
☐ NON USAID SPACE: _____
Street Address City State

CATEGORY: ☐ DIRECT HIRE

Position No: _____

Position Clearance Requirement:

☐ PASA/RSSA ☐ PERSONAL SERVICES CONTRACTOR ☐ INSTITUTIONAL CONTRACTOR ☐ VENDOR
☐ OTHER: _____ POSITION TITLE: _____

REQUESTED ACTION: (Select 1)

☐ INITIAL INVESTIGATION
☐ REVALIDATION
☐ UPGRADE

INVESTIGATION FOR: (Select 1)

☐ USAID HEADQUARTERS BUILDING ACCESS ONLY
☐ USAID LAN ACCESS ONLY
☐ SPOUSAL CHECK
☐ EMPLOYMENT AUTHORIZATION (FORMERLY NO ACCESS)
☐ CONFIDENTIAL
☐ SECRET
☐ TOP SECRET

ADDITIONAL REQUIREMENTS: (Select 1 or 2)

☐ TEMPORARY CLEARANCE REQUESTED
☐ ISSUE RRB BUILDING PASS

FOR INSTITUTIONAL CONTRACTORS ONLY: ☐ CLASSIFIED CONTRACT ☐ UNCLASSIFIED CONTRACT

COMPANY NAME: _____ Contract Effective Date: _____ Contract Termination Date: _____
COMPANY ADDRESS: _____
Street Address City State
CONTRACT NUMBER: _____ CAGE CODE: _____
For Classified Contracts
CONTRACT CONTAINS REQUIRED SECURITY CLAUSES: ☐ YES ☐ NO

SUBMITTED BY:

Name: _____ Title: _____
Office Symbol/Address: _____
Backstop Officer/COTR: _____ Office Symbol: _____ Phone: _____
AMS/EXO Signature: _____ Phone: _____ Date Submitted: ____/____/____

An investigation will only be conducted when the AID 6-1 is completed and signed by the appropriate USAID Headquarters AMS Officer or USAID Mission EXO and all of the requisite forms are completed and signed by the individual.

**TO EXPEDITE THE INVESTIGATIVE PROCESS, PLEASE BE SURE ALL FORMS ARE
CURRENT, FULLY COMPLETED, SIGNED AND DATED.**

The AID 500-1 (Request for Issue of Building Pass) can be submitted after completion of the investigation.

REQUIRED FORMS		
REQUESTED ACTION:	FORMS REQUIRED:	VERSION DATED:
Investigation: For Initial and Upgrade Confidential, Secret, Top Secret, and Spousal Check	AID 6-1 (Request for Security Action) SF-86 (Questionnaire for National Security Positions) FD-258 (Fingerprint Cards) 2 each AID 610-14 (Authority for Release of Information) AID 6-85 (Foreign Residence Data) Fair Credit Reporting Act of 1970, As Amended Notice Required by The Privacy Act of 1974	September 1998 September 1995 December 1982 February 1980 June 1980
Investigation: For PASA/RSSA	AID 6-1 (Request for Security Action) AID 2-5 (Participating Agency Certification of Candidate's Qualifications) SF-86 (Questionnaire for National Security Positions)	September 1998 July 1983 September 1995
Investigation: For Employment Authorizations and USAID LAN Access only	AID 6-1 (Request for Security Action) SF-85P (Questionnaire for Public Trust Positions)	September 1998 September 1995
Investigation: For USAID Headquarters Building Access only	AID 6-1 (Request for Security Action) SF-85 (Questionnaire for Non-Sensitive Positions) FD-258 (Fingerprint Cards) 2 each	September 1998 September 1995 December 1982
Revalidations (contractors)	AID 6-1 (Request for Security Action)	September 1998
ADDITIONAL REQUIREMENTS:		
Temporary Clearance	Request for Temporary Clearance Memorandum	
Issuance of USAID Building Pass	AID 500-1 (Request for Issue of Building Pass)	October 1998

DEFINITION OF TERMS

DIRECT HIRE	USAID Government Employee.
PASA/RSSA	Government employee detailed to USAID from another U.S. Federal government agency.
CLASSIFIED CONTRACT	A contract in which one or more individuals require access to national security information – contract requires DD 254.
RESTRICTED AREA	An area in which classified information is maintained, handled, processed, discussed, located or stored. The majority of office space in the USAID Headquarters building is restricted.
UNRESTRICTED AREA	An area in which classified information is maintained, handled, processed, discussed, located or stored. Classified mail is not to be delivered and cables will not be delivered to Unrestricted Areas. USAID personnel are not to deliver or prepare classified correspondence, hold classified discussions, or send classified material into these areas.
CAGE CODE	Code granted by the Defense Industrial Security Clearance Office (DISCO) for a facility clearance (on classified contracts).